



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS OGDEN AIR LOGISTICS CENTER (AFMC)
HILL AIR FORCE BASE, UTAH

6 May 04

MEMORANDUM FOR OO-ALC/LC/LG/LH/LM/MA/YP/YW/WM

FROM: OO-ALC/SE
7290 8th Street
Hill AFB, UT 84056-5003

SUBJECT: Policy for Implementing the Center Materiel Safety Task Group

1. The purpose of this policy is to close the loop on a formal OO-ALC Materiel Safety Task Group (MSTG). The AFMC Supplement to AFI 91-204 states, "Center commanders establish a materiel safety program that: Cover all supported systems and equipment and have an MSTG with appointed chairperson."
2. Recently the Air Force Safety Center revised the basic AFI 91-204 "Mishap Investigations and Reports." Until AFMC supplements this process with an additional Chapter for implementing Mishap tracking the following will apply. (We confirmed with AFMC/SE, Safety Office that there will be no change in intent to this MAJCOM addition.)
3. Currently, our local System Program Directors have OO-ALC/CC appointed Directors and Deputy Directors Chairing separate monthly meetings to manage their many mishap recommendations.
4. This policy appoints the new OO-ALC/EN Director or Deputy as the MSTG Chair for the few equipment mishap recommendations we owe all USAF SPDs. Some examples are landing gear, power systems, and armament items found causal in a system mishap. This advisory structure will facilitate Operational, Safety, Suitability, and Effectiveness (OSS&E) criteria to enhance the engineering modification of these items. Please execute the following:

The Center Commander may delegate the Center Action Agency process to a non-SPD function, to better facilitate independent science and engineering responses to USAF SPDs. All non-SPD functional areas employing engineering activities shall assign System Safety Program Managers (SSPM) with Materiel Safety Program Manager (MSPM) duties and responsibilities. Each Director or Deputy will ensure their respective System and Item Managers provide timely and quality responses to the MSPM. Figure 1 shows the proposed organizational format.

The Center Chief of System Safety is the Assistant Chair responsible for program management of the OO-ALC MSTG. Directors implement the process and appoint Assistant Chairs from their respective engineering disciplines. The appointed individuals may be full or part time engineers, depending upon program size and complexity.

Directorates will provide an appointment letter and Operating Instruction that identifies the MSTG MSPM/SSPM, membership, and charter to the Chief of System Safety Management (CSSM) - annually.

When applicable, contact Training Systems Management, Flight Surgeon, Safety Engineering, or similar expertise.

The OO-ALC Chief of System Safety Management (CSSM) participates in local Weapon System MSTGs to monitor and facilitate DB10 reporting actions. The OO-ALC MSTG meets at least semi-annually, to prepare for Chief of Staff Air Force (CSAF) Semi-annual review.

The CSSM may request that an SPD System Safety functional represent the OO-ALC program at MSTGs if needed. Non-SPD divisions/branches responsible for an action item shall ensure a representative brief the status of each action item, during local MSTGs.

The OO-ALC Chief of System Safety is responsible for ensuring that the MSTG process meets the intent of the governing AFI 91-204. This requires a tasking record for all recommendations, including local recommendations. See figure 2.

Contact the Chief of System Safety for assistance in transferring DB10 records, when an MSPM is unavailable.

Local SPDs will open a tasking record for all recommendations.

Divisions or branches will query the DB-10 database for action items at least monthly. Each SSPM/MSPM will obtain an USAF Aviation Safety Automated System account and monitor mishap messages that relate mishap findings to their respective organizations.

Contact the OO-ALC Safety office for assistance.

A response is always required. Supporting action agencies will coordinate responses with the CSSM.

Supporting action agencies or SMs will coordinate responses with the OO-ALC Chief of System Safety Management (CSSM.)

Supporting action agencies will coordinate responses with CSSM and Engineering Directorate for staffing through the OO-ALC Commander.

CENTER MATERIEL SAFETY TASK GROUP

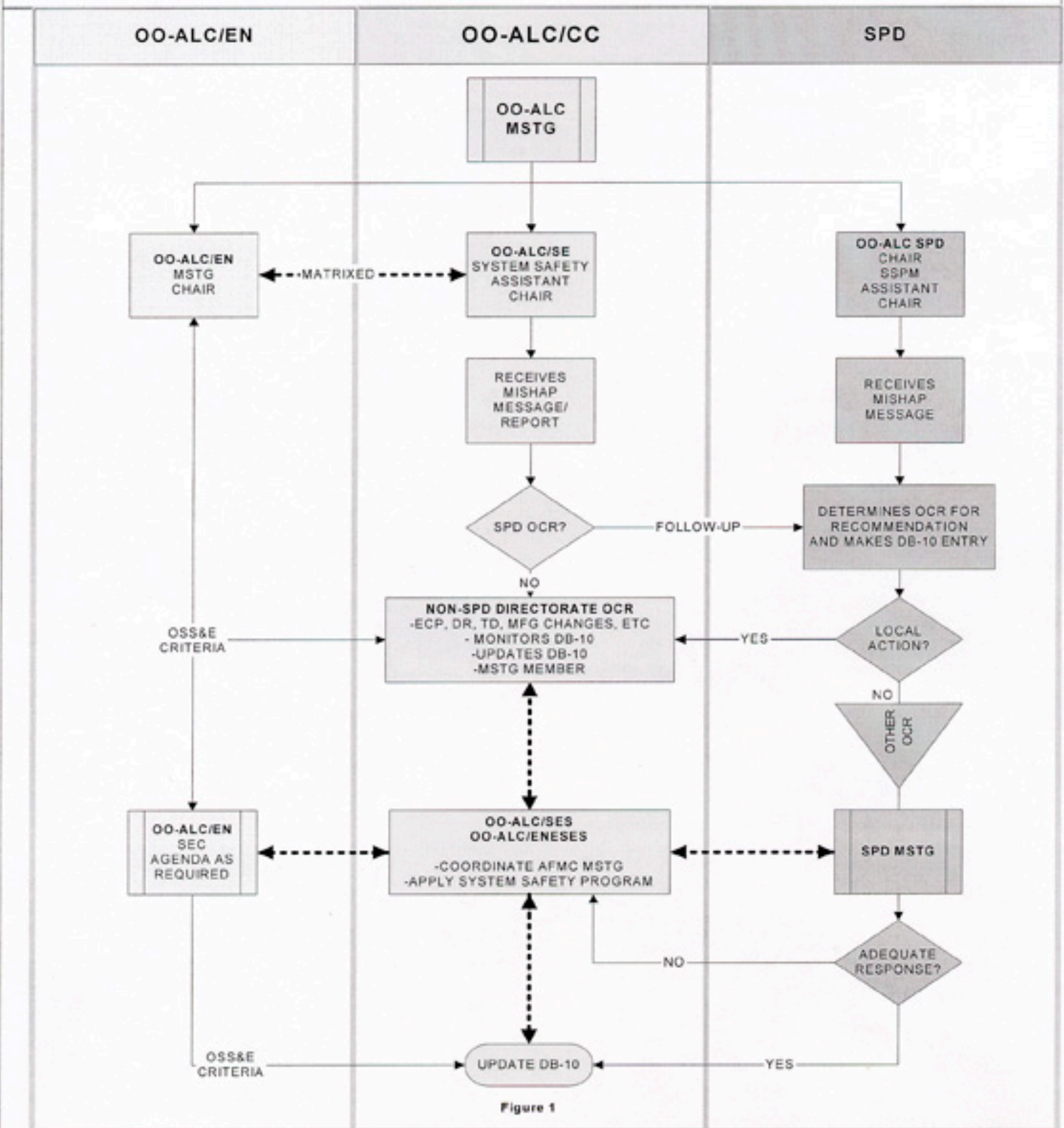


Figure 1

OO-ALC COMMANDERS MSTG & DATABASE 10 REPORTING

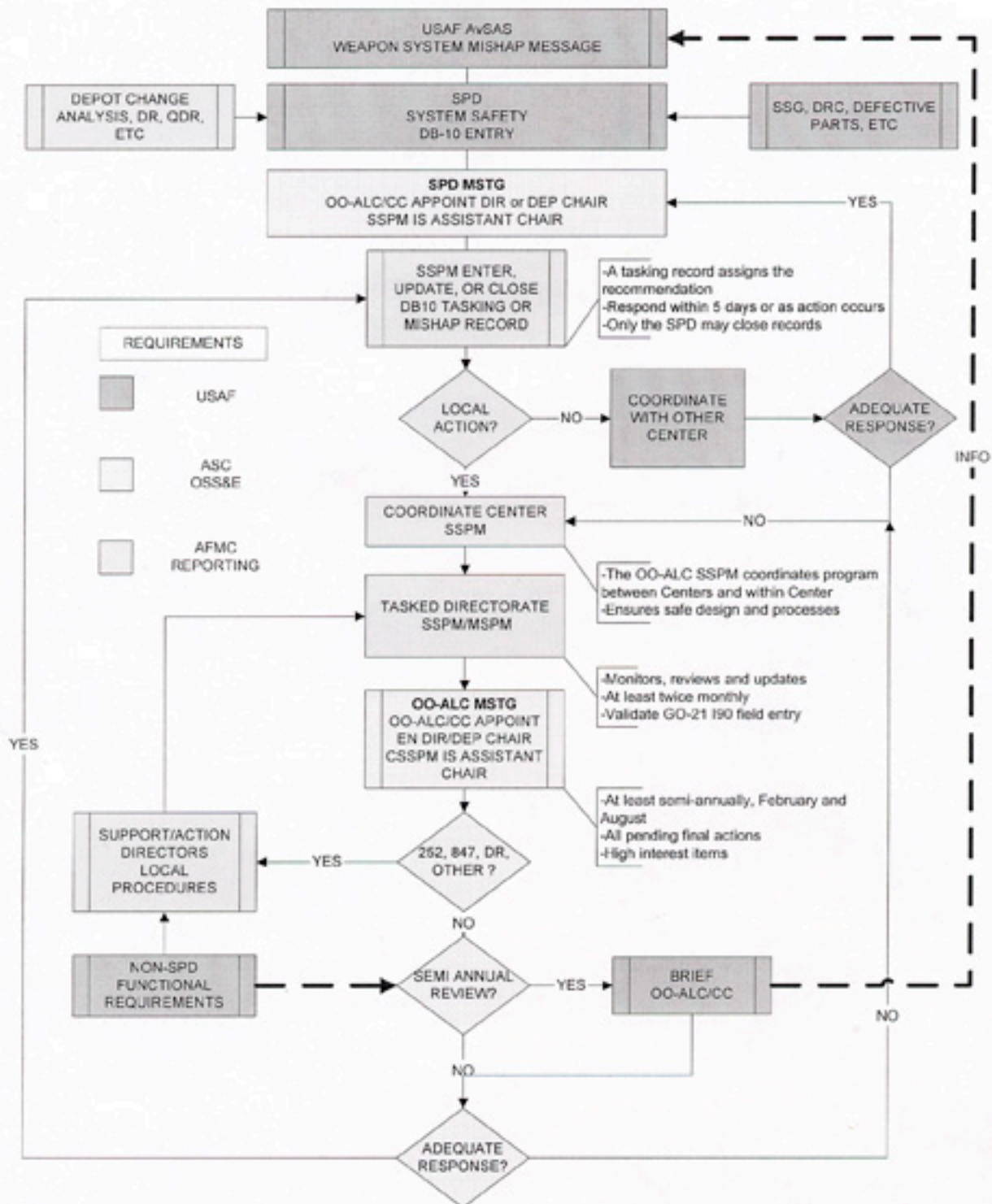


Figure 2

5. The HAFB Sup1, dated 23 February 1997 is hereby rescinded. Until such time this policy is published, in an OO-ALC Supplement, please support our Center Commander in executing this process.

6. Please direct questions to Mr. Dan DeFinis, DSN 777-2125

A handwritten signature in dark ink, appearing to read "Joseph C. Sussingham". The signature is fluid and cursive, with a long horizontal stroke at the end.

JOSEPH C. SUSSINGHAM, Lt Col, USAF
Chief of Safety

Cc: OO-ALC/EN

75CS/SLSP